**Procedures for Identifying Students for**

**Temporary Enrollment in Preschool**

All new students, who are not transitioning from the First Steps Program, will be screened as described in the steps below.

1. The Southgate staff will screen your child to determine if he/she demonstrates a possible delay in one or more of the 5 developmental domains – motor, cognitive, social, adaptive, or communication. Your child’s vision and hearing will also be screened.
2. If your child demonstrates a potential delay, he or she will participate in an intervention program in the preschool classroom. Intervention classes are held for 3 hours on Monday and Wednesday or Tuesday and Thursday in the morning (8:00 – 11:00) or in the afternoon (12:00 – 3:00).
3. After approximately 6-8 weeks of intervention in the preschool classroom, there will be a Response to Intervention (RtI) meeting to review the progress data. The committee, composed of a Chairperson, parent(s), Preschool Teacher and Related Therapists (as appropriate) will make one of the following determinations:

* Interventions were effective and the child is released from the RtI process.
* Interventions were inconclusive at this time and the child will continue with interventions.
* Interventions were effective and modifications to the interventions will be made.
* Interventions were ineffective and the child will be referred for a complete evaluation to determine if the child needs special education and related services.
* If the child is referred to special education for an evaluation, the child remains temporarily enrolled in the Southgate Preschool Program until the evaluation is completed. Once completed, an Admissions and Release Committee (ARC) will be held to determine if the child meets eligibility as a student with a Developmental Delay or a Speech Language Delay. An Individual Education Plan (IEP) will be developed and the child will be permanently placed in the Southgate Preschool Program. Attendance at the program is dependent upon the school having all required documents.

If the student is released from RtI or the ARC determines special education services are not needed, the family has 2 options:

1. Withdraw from Temporary Placement in the Southgate Preschool Program
2. Enroll in the Southgate Preschool Program as a tuition student (Tuition cost is $75.00 per week)

\*Enrollment is dependent upon availability.

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Parent Signature Date